

Heather Stover
P.O. Box 522
East Hickory, PA 16321
814-463-9321
hstover@zoominternet.net

August 4, 2009

Dr. Karen Pascale
Director of Human Resources
Warren County School District
185 Hospital Drive
North Warren, PA 16365

Dear Dr. Pascale:

My name is Heather Stover. I am currently employed as an itinerant special education teacher with the Warren County School District. I am interested in obtaining my special education supervisory certificate through Penn State World Campus. This program requires the completion of 15 credits. I respectfully request Warren County School District considers reimbursement for tuition expenses upon the successful completion of required courses.

I believe this is a great opportunity to further my knowledge in the field of special education to better assist our students. I thank you for your consideration.

Respectfully yours,



Heather Stover

PENNSSTATE



Department of Educational and School Psychology
and Special Education

The Pennsylvania State University
125 CEDAR Building
University Park, PA 16802-3108

Department: 814-865-6072
Fax: 814-865-7066

Educational Psychology: 814-863-2286
School Psychology: 814-865-1881
Special Education: 814-863-2287

September 3, 2009

Heather Stover
17689 Rt. 666
East Hickory, PA 16321

Dear Ms. Stover,

I am pleased to inform you that you have been admitted to Penn State's graduate program for certification in the following area: Supervisory Special Education-World Campus.

As you continue with your studies, please contact Dr. James McAfee (jqm@psu.edu). He will provide you with professional guidance and assist you in scheduling the required courses in the appropriate sequence. In order to make your advising experience as efficient as possible, please read the attached advising information document before contacting Dr. McAfee.

After an evaluation of your credentials, it has been determined that you must complete the following courses for the certificate:

EDLDR 560 (Fall 09)
SPLED 595C (any semester after Fall 09)
SPLED 597B (Summer 10)
SPLED 460A (Spring 10)
SPLED 460B (Spring 10)

Please refer to the attached advising form for information about course sequence.

In order to meet Pennsylvania Department of Education certification standards for the supervisory certificate, you must have five years teaching experience in the teaching area to be supervised. You must have at least three years prior to admission to the Supervisory Program.

I would like to wish you success as you continue to pursue your academic and professional goals. Welcome to the program and if you have any questions, do not hesitate to contact me.

Sincerely,

James K. McAfee

JKM/lmz

UNIQUE NEED TUITION REIMBURSEMENT FORM

Please complete this form for requests for tuition beyond the WCEA entitlement as specified in the negotiated contract between the Warren County Education Association and Warren County School District: "Reimbursement will be made for courses taken to meet a new or unique need of the District as determined by the Personnel Committee of the Board." -WCEA and WCSD Negotiations Agreement

Name: Heather Stover Date: 9/14/09

Assignment/Grade Level: Emotional Support - Secondary

School: YHS Years Service in Warren County School District as Teacher: 5 1/2 yrs.

Please describe the unique need of the Warren County School District that would be met by this request:

I am aware of the need for special education supervisors within the District and the limited number of individuals with the necessary certification.

Certification/Degree that will be earned: Special Education Supervisory Certificate

College/University: Penn State World Campus

Advisor/Dean's Signature: _____ Telephone Number: _____

List all courses for which tuition reimbursement is being requested:

Course	Course Number	No. of Credits	Date of Course	Cost of Tuition
Principals of Instructional Supervision	EDLDR 560	3	Fall 09	1932.00
Internship in Special Education Supervision	SPLED 595C	3	Fall '10	1932.00
Evidence Based Practices in Special Education	SPLED 597B	3	Summer '10	1932.00
Fundamentals of Rding Instruction in Sp Ed	SPLED 460A	3	Spring '10	1932.00
Teaching & Assessing Rding Skills of Students w/ Special Needs	SPLED 460B	3	Spring '10	1932.00

Date that Certification/Degree will be awarded: May 2010

I have read the above information and agree that it is correct:

University Advisor's Signature: _____ Date: _____

Advisor's Telephone Number: _____

I agree to all the conditions of tuition reimbursement as stated in the WCEA /Board Agreement or Act 93 /Board Agreement and understand that I have no entitlement to a position transfer by completion of these courses.

Requestor's Signature: Heather Stover Date: 9-14-09

I have reviewed the above information for unique need tuition reimbursement. As the requestor's supervisor, I recognize this request as meeting a unique need of the Warren County School District and approve the requestor's participation in this program by my signature below.

Supervisor's Signature: Diane Martin Date: 9/13/09

As superintendent of the Warren County School District, I recognize this request as meeting a unique need of the Warren County School District and approve the request for tuition reimbursement and the requestor's participation in this program by my signature below.

Superintendent's Signature: Robert E. Merrill Date: 9-14-09
